

Montana Department of Transportation Adopt A Highway

Adopter Group Safety Meeting

Group Name: _____

Date: _____

Facilitator: _____

Guest Speaker: _____

Safety Items Discussed

- ☐ Work Plan
- ☐ Review of Work Location
- ☐ General Approach to the Work Area(s)
- ☐ Individual Assignments
- ☐ Work Days/Hours
- ☐ Parking Area(s)

Clothing

- ☐ Safety Vests
- ☐ Proper Foot Wear
- ☐ Hats/Gloves
- ☐ Pants/Shirts

Work Signs

- ☐ Purpose
- ☐ Location
- ☐ Responsibility for Opening and Closing

Work Methods

- ☐ Proper Lifting Techniques
- ☐ Awareness of Traffic
 - a) Traffic speeds
 - b) Face or work toward traffic
 - c) Crossing methods and locations
- ☐ Personal Risk
- ☐ Bag Placement

Refreshments

- ☐ Water Location and Responsibility
- ☐ Lunch
- ☐ No Alcohol/Drugs

Other Discussion Items

- ☐ First Aid Kit(s) Responsibility and Location
- ☐ Emergency Notification Procedure

Meeting Attendance Roster

Name

Name

Name

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 11. _____ | 21. _____ |
| 2. _____ | 12. _____ | 22. _____ |
| 3. _____ | 13. _____ | 23. _____ |
| 4. _____ | 14. _____ | 24. _____ |
| 5. _____ | 15. _____ | 25. _____ |
| 6. _____ | 16. _____ | 26. _____ |
| 7. _____ | 17. _____ | 27. _____ |
| 8. _____ | 18. _____ | 28. _____ |
| 9. _____ | 19. _____ | 29. _____ |
| 10. _____ | 20. _____ | 30. _____ |

Adopt A Highway